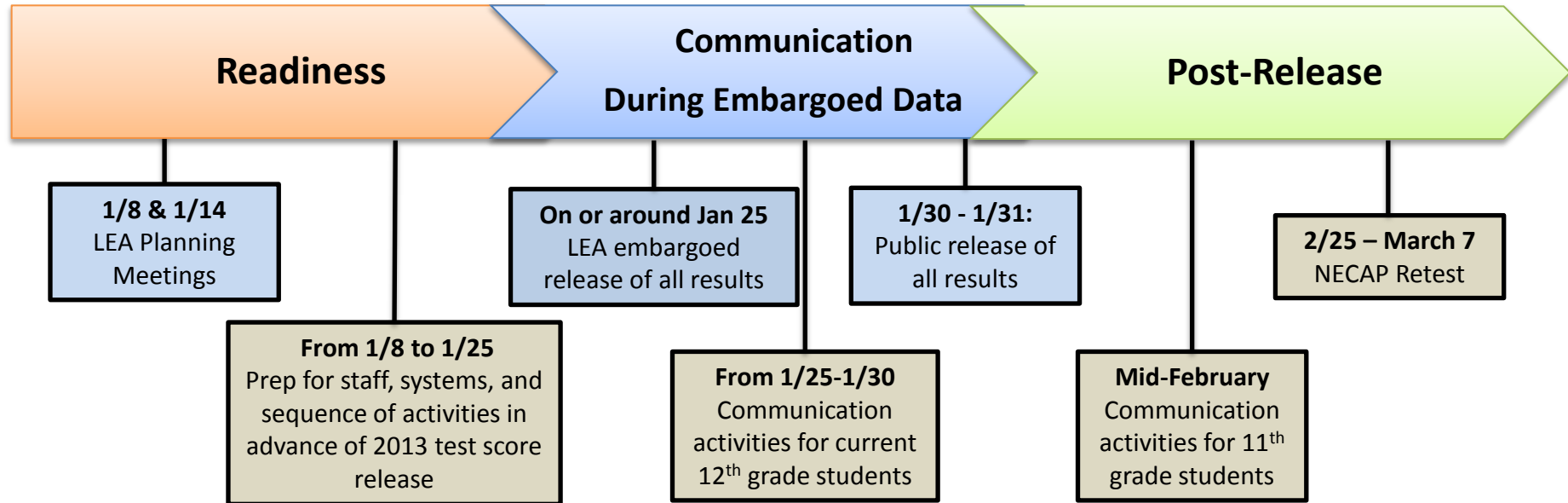


# Timeline for NECAP Score Release



## Examples of Readiness Activities

- ☐ Define roles for key staff
- ☐ Assign roles and provide training for key staff
- ☐ Draft all communication documents
- ☐ Distribute information to key personnel
- ☐ Schedule appropriate personnel for upcoming meetings with students and families
- ☐ Locate and reserve locations for confidential sharing of NECAP scores with students and families
- ☐ Prioritize and draft the sequence of activities

## Examples of Communication Activities

- ☐ Verify student roster data
- ☐ Identify 12<sup>th</sup> students who did not meet the required improvement
- ☐ Share list of students not meeting required score with appropriate staff
- ☐ Send parent letters home with scores
- ☐ Set up meetings with students and parents to discuss scores and next steps
- ☐ Monitor and support students at risk
- ☐ Communicate with other key stakeholders
- ☐ Begin to review 3-11<sup>th</sup> grade data
- ☐ Maintain focus on 12<sup>th</sup> grade communications

## Examples of Post-Release Activities

- ☐ Register students for NECAP retest
- ☐ Share information about additional options for students to meet testing requirement
- ☐ Adopt waiver policy
- ☐ Implement waiver process
- ☐ Identify students who may be eligible for a waiver
- ☐ Continue student supports and interventions
- ☐ Deliver communications to 11<sup>th</sup> grade students and parents
- ☐ Monitor student progress toward meeting all graduation requirements